

~~CONFIDENTIAL~~

E06-1091

OTM 1-3-4

15 MAY 1956

Director of Security

Director of Training

OTR NOTICE: Authorization to Post  
on Agency Employee Bulletin Boards

1. Authorization is requested for the periodic posting of the Office of Training NOTICE on the Agency's 60 Employee Bulletin Boards, serviced by the Employee Services Branch, Office of Personnel.
2. The OTR NOTICE will at all times contain classified information; each NOTICE will be approved by the Office of Training Security Officer prior to posting.
3. Originated at the suggestion of Agency Training Officers, the OTR NOTICE is regarded as an effective medium of Agency-wide communication concerning OTR training courses and programs, the titles of which will always be unclassified. It will assist supervisors, and their employees, to keep currently informed on training matters of interest to the Agency-wide audience and provide wider dissemination of this information.
4. Like most of the notices presently, routinely, posted throughout the Agency, originating from such sources as the Graduate School, Department of Agriculture; American, Catholic, Georgetown, and George Washington Universities; and other governmental and private organizations, the OTR NOTICE is a one-page presentation, employing colored inks and paper stocks. In content, usually, it will feature current course registration dates, and news of current or future courses and programs.

SIGNED

MATTHEW BAIRD

Attachment: OTR NOTICE (4 copies)

OTR/PPS/WJW:sad WW  
24 May 1956

Distribution:

- Orig. & 1 - Addressee  
1 - SO/TR  
1 - DTR  
1 - PPS

Document No. 1  
NO CHANGE in Class. ☐  
☒ DECLASSIFIED  
Class. CHANGED TO: TS S C 25X  
DDA Memo, 4 Apr 77  
Auth: DDA REG.  
Date: 100378

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